



Our Values

Respect Honesty Commitment Courage

Position Title:	Childcare Assistant – Unqualified
Directorate:	Corporate and Community Services
Reports to:	Childcare Supervisor
Date effective:	September 2019
Agreement Level:	1/2
Position no:	TBC

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

1. Purpose

1.1 Primary functions

- To provide assistance with the Vacation, Before and After School Care through the supervision of children participating in these programs.

1.2 Community strategic goals



Goal 1:
Valuing the
natural
environment

Goal 2:
Welcoming
and inclusive
communities

Goal 3:
Managing
growth
sustainably

Goal 4:
Vibrant and
diverse
economy

Goal 5:
Effective
leadership
and
governance

1.3 Key functions and duties

Key functions	Specific duties	% Time
Conduct Children in Educational Programs and Practice	<ul style="list-style-type: none">• Support the Childcare Team, as instructed, in the set up and running of activities for Before & After School Care and Vacation Care programs.• Follow program guidelines provided by the qualified Operator or Supervisor.• Prepare for activities, as directed and programmed for by the qualified Operator or Supervisor.• Assist with the supervision and motivate free play activities with children.• Assist the Childcare team, as directed, to ensure the safety of children at all times.• When working in Kids Club: Before & After School Care, Vacation Care programs , Childcare Assistants will offer support through the :<ul style="list-style-type: none">- assist with the supervision of children- assisting children to participate in appropriate activities for their enjoyment- assist children with snack/meal times	50
Customer Service	<ul style="list-style-type: none">• Welcome & direct patrons and respond to basic customer queries.• Provide a safe, hygienic and enjoyable environment for patrons.• Provide a high level of customer service to all patrons of the Recreation Centre.	20
OSH	<ul style="list-style-type: none">• Supervise, assist and comfort children at all times.• Assist to ensure the Childcare centre is hygienic and well presented at all times.• Ensure cleaning checklists are completed.• Facilities and equipment are kept clean and sanitary.	30

General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

2.1

3. Relationships

- 3.1 Responsible to**
Childcare Supervisor
- 3.2 Responsible for**
Nil
- 3.3 Internal Stakeholders**
Childcare Operators
Childcare Officers
Recreation Centre staff
- 3.4 External Stakeholders**
Parents and Children
General Public
Local Community Groups
Local Schools
Department of Education, Employment and Workplace Relations

4. Position Selection Criteria

4.1 Position essentials

Basic experience and knowledge in (or willingness to learn) conducting and assisting with school aged childcare program delivery.

Effectively working towards Child Care Qualification i.e. Cert II or III Childcare or equivalent; and to undertake substantial on-the-job training

Certifications including Federal Police Clearance (current) and Working With Children registration.

Ability to learn and apply basic communication (written and verbal) and interpersonal skills.

Demonstrated basic numeracy skills.

Ability to operate within a team, to receive customers and establish their needs, and to provide basic information as requested.

Ability to follow clear procedures and guidelines under supervision as and when required.

4.2 Position desirables

Current Senior First Aid Certificate.

Understanding of and compliance with the State Outside School Hours Regulations.

Previous experience working with school aged children.

Current 'C' class license.
Ability to follow defined OSH policies and procedures for hazard identification, job safety analysis, risk control and injury management.
Basic understanding of work standards.
Ability to learn from workplace experiences & training; and fit within the community strategic goals.

5. Parties

Present Occupant Name:	Signature:	Date:
Reporting Officer Name:	Signature:	Date: